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22 September 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Name Check Course

REFERENCE : CI/RMO Memorandum 8 September 1964

1. The Working Committee on CS Name Check Course (NCC) met on 18 September. Referenced memorandum was discussed, with CI/MRO noting:

- (a) That the demand for the ROC should be measured through the RMO's or the TRO's. It was agreed that ROC scheduling would be adjusted as necessary to the demand.
- (b) That the Name Check Course and CI Fam would reach different students, and that the NCC should be the most advanced course on the subject, eventually supplying guidance and material to name check segments of other courses (e.g., CI Fam, OPS Support); and further that the NCC should not be a pre-requisite for CI Fam. In reply it was noted that the last meeting of the CSNMC Working Committee had agreed not to treat the question of prerequisites at all.
- (c) That name checkers must be aware of the various machine collation systems, in as much as they do serve in part as auxiliary indices. It was agreed that CI/MRO would have an hour late in the course to cover the travel programs and the GICS collation programs.

2. Other matters of interest to CI Staff should be covered in detail in CI/RMO's minutes. In general, CI Staff will be called on for the following:

- (a) Opening talk - about 20 minutes--the philosophy of name checking.

25X1A9a

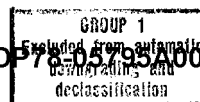
(This chore will rotate among a few selected officers, such as [REDACTED])

25X1A9a

25X1A9a

- (b) The first presentation of facts - roughly three hours - the CS records system. [REDACTED] at CI/MRO's suggestion, will handle the records system and the index, since much of this will concern mechanization. [REDACTED] will be called on for the second half on CS auxiliary indices.

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- (c) As part of the portion on writing a meaningful report, CI Staff
(at CI/MRO's suggestion) will have a brief period to discuss
CS responsibilities

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25X1D0f

25X1A9a

✓ Orig - C/CI/R&A

1 - CI/RMO

1 - CI/TRO

1 - CI/R&A/

25X1A9a

1 - CI/R&A/Chrono

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

CI/MRO Room 2-C-29

EXTENSION

NO.

DATE

22 SEP 1964

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/CI/R&A 2 C 17

23/9

re

2.

3.

4.

5.

CI / MRO

23 SEP 64

MB

6.

7.

CI / TRO

24 Sept 64

SB

8.

9.

CI / RMO

24 Sep 64

MT

10.

11.

CI / MRO 2 C 29

25 SEP 1964

MB

12.

CI / TRO

6 Oct 64

SB

13.

14.

CI / RMO 2500

15.

*This letter
is fine.*

Reference attached.

*7 to 9: RE 1A-a
Separate memorandum
is in the mail. If
you are interested,
pls call me. JTS*

*John: I'd like info
copy of your memo
re 1(a) matter.
Thanks. George N.*

*George - George wants
a copy. JTS*

*John: This is still on RIR's
desk. Will send Geo. a copy when
it goes out. Thanks, GTS*